

SELF-SERVICE CENTER

INSTRUCTIONS FOR PETITION FOR ORDER OF ASSIGNMENT EX PARTE (WITHOUT NOTICE)

DEFINITIONS:

“Obligee” is the person or agency entitled to receive support payments.

“Obligor” is the person ordered to make support payments.

Throughout these instructions the terms **“employer,” “wages,” and “paycheck”** are used. However, this Petition for Order of Assignment Ex Parte (without notice) may also be used in situations where a person is asking for an assignment of the Obligor’s **other monies such as lottery winnings or worker’s compensation payments.**

COMPLETE THIS FORM TO PETITION FOR AN EX PARTE ORDER OF ASSIGNMENT IF:

- You are the Obligee and there is an Arizona order establishing a support obligation or spousal support (maintenance) obligation, including past-due amounts, **OR**
- You are the Obligor and you want to begin a voluntary assignment

TO COMPLETE THIS FORM AND FILE THE PETITION YOU WILL NEED:

- Information from the Order(s) you want to enforce
- Attach a certified copy of the Order establishing the support obligation to the petition, if that order was issued in an Arizona county other than the one where you will file this request
- Attach a certified copy of the most recent order requiring payment on past-due support amounts to the petition, if that order was entered in an Arizona county other than the one where you will file this request

NOTE: These forms do not apply if your support order is not from Arizona. In that case, you may want to contact the state child support enforcement agency where your order was entered, the Department of Economic Security child support enforcement agency, in Arizona, or a private attorney regarding enforcement.

FOLLOW THESE INSTRUCTIONS:

- **TYPE OR PRINT NEATLY USING BLACK INK.**
 - Match each numbered step in the instructions with the item on the attached form that has the same number.
1. Type or print the name, address and telephone number of the person filing the Request. Include your **ATLAS** number if your case is a title IV-D case. (An attorney who is filing the Request must also list the name of the person represented and the attorney’s State Bar number.)
 2. Type or print the first, middle and last name of the person shown as the Petitioner on the order that established the support obligation. Type or print the first, middle and last name of the person shown as the Respondent on the order that established the support obligation.
 3. Type or print the case number assigned to your case on this page and at the top of each additional page. If the order was issued in a county other than the one where you are filing this petition, leave this line blank.
 4. Type or print the date the order that established the support obligation was signed by a Judicial Officer.
 5. Type or print the first, middle and last name of the obligor (person ordered to pay support).
 6. Type or print the name of the Judicial Officer that signed the order that established the support obligation.
 7. Enter all amounts previously ordered. The amounts you enter should reflect monthly payments.

8. Check all boxes that apply.
9. The requesting person must sign on the appropriate line in front of a Clerk of Superior Court or Notary Public affirming the contents of the Petition are true to the best of their knowledge. You must have picture identification with you.

WHEN YOU HAVE COMPLETED THIS FORM:

- File the petition with the Clerk of the Superior Court. The fee for filing for this process, as of January 1, 1998, is \$61.00. There may be additional fees, including an appearance fee of \$231.00 if this is the first time you have appeared in this case. If you cannot pay these fees, you may request that the fees be waived or deferred. The Clerk of the Superior Court and the Self-Service Center have the necessary forms to request a waiver or deferral. You may file your petition at any one of the following locations:
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| The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003 | The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210 |
| The Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374 | The Clerk of the Superior Court
Northeast Court Facility
18380 North 40 th Street
Phoenix, AZ 85032 |
- If one of the parties is using the child support services of the **Division of Child Support Enforcement (DCSE)** a copy of the petition and a copy of the **"Order of Assignment"** must be mailed to: Attorney General, Child Support Enforcement, P.O. Box 6123, Site Code 775C, Phoenix, AZ 85005.